

STRIP SEARCHES

All inmates booked for felony charges and all inmates booked for misdemeanor charges involving sales or possession of narcotics, possession of weapons, or charges involving violence shall be strip searched prior to being introduced into General Population. Safety staff may perform strip searches on an inmate who is in his housing or living area when there is reasonable suspicion based on specific articulable facts that the inmate is concealing weapons, drugs, or contraband. Within the housing area includes:

- Inmates enroute to chow (at facilities that require the inmate physically leaves their housing unit)
- Inmates enroute to locations that are under the direct observation of staff

Safety staff may strip search inmates returning to General Population from the following locations:

- Court
- Work assignments
- Infirmary
- Intake
- Visiting
- Vestibules for official visiting purposes
- Law library

Penal Code Section 4030 and San Bernardino County Sheriff's Department Policy 9.123.00 *et seq.*

LIBRARY

Ask an employee for your housing location's scheduled day. To get a library book, complete a ***Library Request Slip*** and give it to housing staff.

(ASU#060803) Rev. 08/2014

San Bernardino County Sheriff's Department

DETENTION & CORRECTIONS BUREAU



INMATE RULES AND REGULATIONS

This pamphlet outlines the rules and regulations of the facilities and lists the programs and privileges available to the inmates. Additional rules and regulations may apply to specific facilities.

IDENTIFICATION CARDS

A photo ID card is issued to each inmate. The ID must be worn in plain view at all times.

CLASSIFICATION

Each inmate will be interviewed and assigned to housing according to classification. Inmates sentenced to more than 60 days can request to have a classification review.

INMATE MOVEMENT

Inmates can be searched at any time. Inmates can be strip searched upon returning to the housing area. No inmate will move anywhere through the facility without his ID card. All inmates will walk with their hands folded in front of them at waist level.

RESTRICTED AREAS

The red lines painted on the floor in certain areas of the facilities are restricted areas and inmates shall not enter those areas unless instructed to do so by staff.

INMATE RULES AND DISCIPLINE

Any violation of jail regulations may result in discipline in accordance with the provision of the California Minimum Jail Standards for local detention facilities. Discipline may consist of special housing, special diet and/or the loss of privileges (TV, telephone, commissary or visiting). Violations of any law may involve prosecution and discipline. Each discipline is reviewed by the designated discipline hearing officer. Disciplines may be appealed using the grievance process.

The following behavior or activity will result in disciplinary action resulting in loss of good and work time and may result in criminal prosecution*:

***OFFENSES AGAINST PERSONS**

Including but not limited to: Hostage taking, battery on employee or fellow inmate, forced sexual penetration/sexual assault, robbery, extortion, mutual combat, assault w/ deadly weapon, etc.

***OFFENSES AGAINST PROPERTY**

Including but not limited to: Any destruction of county property by arson, breakage or sabotage. Destroying jail issued clothing, utensils or bedding. Tampering with equipment, or malicious mischief. Food tampering, passing, hoarding or theft. Possessing excessive commissary items, excessive medication, excessive mail and/or photographs.

***ADMINISTRATIVE OFFENSES**

Including but not limited to: Tattooing, any business dealings between inmates, altering or destroying ID card, unauthorized moving of housing location, any type of unauthorized communication between inmates, and making, possessing, or consuming alcoholic beverages.

***SECURITY VIOLATIONS**

Including but not limited to: Fashioning or possessing weapons, possession of tools, saws, files, smuggling of contraband or rifling through desks or documents.

***OFFENSES AGAINST FACILITY TRANQUILITY**

Including but not limited to: Strikes or major disturbances, attempted escapes, disturbance toward staff, challenging an employee to fight, loud tumultuous behavior, refusing to obey a direct order, drug activities, drunkenness, manufacturing of home brew, gambling, consenting mutual sexual acts w/ other inmates, interfering with gates or cell doors, and calling "man down" when no emergency exists.

***DEFACING FACILITY PROPERTY**

Inmates are not allowed to write on, paste pictures on, or deface the walls or bunks inside the facility. Nothing is to be placed over the vents, lights, windows or bars.

***INMATE WORKER VIOLATIONS**

Absent from work without permission, exhibiting poor work habits or refusing to work or comply with inmate worker standards.

***CONTRABAND**

You will not make or possess any weapon or illegal drugs. Any item not sold in commissary, any item not issued by the facility, or any item altered from its original purpose is considered contraband.

***SMOKING**

Smoking is prohibited in all San Bernardino County Jail Facilities. Tobacco items and matches/lighters are contraband and possession will result in disciplinary action.

HAIR/HAIRCUTS

To prevent the concealment and movement of contraband and weapons, inmates shall not manipulate their hair in any fashion including but not limited to braids, ponytails, cornrows, or twists. Artificial hair that is woven, sewn, or glued into the hair may be allowed once it has been searched for contraband. Cutting names, numbers, or designs into the hair is forbidden.

Pre-trial inmates can request a haircut after their initial 30 days and every 30 days thereafter. Sentenced male inmates shall have hair maintained at required levels of grooming standards for their work assignments.

Contact your work supervisor for those requirements. All inmates shall maintain required levels of grooming standards.

REQUEST SLIPS

You may inquire about your court appearance date, account balance or other information including Writ of Habeas Corpus and Civil Rights Complaint forms by completing an ***Inmate Request Slip*** and giving it to housing staff. Information regarding destination, court, transfers, or release dates cannot be released to Federal Inmates; for this information, you must contact the Bureau of Prisons through your attorney.

GRIEVANCES

Grievance forms are available in each housing area. If you have a grievance, complete the Inmate Grievance Form and give it to an employee no more than ten days from the time the incident occurred (one complaint per grievance). The employee will sign it and provide you a copy. The grievance will be answered within twenty days. An appeal may be submitted within ten days of receiving your response. Abuse of the grievance process will result in disciplinary action.

LEGAL INFORMATION REQUESTS

Inmates may make one request per week for legal reference materials to aide in court cases. The case must be a criminal case, civil rights case, or you must have a Writ of Habeas Corpus that was accepted by the court. Submit an Inmate Request Slip to housing staff requesting a Legal Information Request form.

TELEPHONES

Telephones are located in all housing areas (collect or prepaid calls only). All inmate telephone calls are recorded and may be monitored. Any misuse or destruction of a telephone will result in disciplinary action.

MAIL

Mail is delivered to each housing unit daily. All outgoing mail must have your name, booking number, housing location and the return address of the facility written on the front of the envelope:

High Desert Detention Center, 9438 Commerce Way, Adelanto, CA 92301

Central Detention Center, 630 E. Rialto, San Bernardino, CA 92415

Glen Helen Rehabilitation Center, PO Box 9490, San Bernardino, CA 92427

West Valley Detention Center, 9500 Etiwanda, Rancho Cucamonga, CA 91739

Do not seal the envelope as outgoing and incoming mail is subject to being scanned, read and inspected. Legal mail will be inspected for contraband but not read. You can help improve better mail service and prevent mail from being returned by telling your family and friends the following:

Do not send blank paper, envelopes or stamps.

Do not put perfume, powder or cologne on the mail.

Do not kiss the correspondence.

Do not send stained or extremely dirty letters.

Do not send more than 10 photographs.

Do not send anything gang related.

Do not send nude or partially nude photos or drawings.

Do not use white out, crayons, markers, glue, tape, glitter, stickers or labels.

Do not send metal or plastic. All magazines and books (paperback only) must come directly from the publisher or bookstore.

VISITING

Visiting is Wednesday through Sunday. Visitors must call (909) 887-0364 24 hours in advance to schedule a visit.

ACCESS TO HEALTHCARE

Medical, dental and mental health care are accessible by completing a Health Service Request form. These forms are available in each of the housing units, or by request from any staff member. Health services are available 24 hours a day. If you have a healthcare emergency, immediately notify any staff member for assistance. A co- payment of \$3.00 will be deducted from your account for self initiated requests. You will not be denied health care due to inability to pay, and there is no co-payment for follow up care.

MENTAL HEALTH CARE

Mental health care is available 24 hours a day and offers support and treatment to individuals with psychiatric illness. If you have an urgent/emergent psychiatric illness, feel suicidal, or know of someone who may be suicidal, please notify any staff member immediately for assistance.

HEALTH EDUCATION

Health education is available by completing a *Health Services Request* form for medical, mental health and dental conditions including sexually transmitted infections, HIV/AIDS, oral hygiene, pregnancy, abortion rights, etc.

DISABILITY

If you believe you have a disability that requires special consideration or assistive device, please complete a Health Services Request form.

RECREATION

Outside recreation is scheduled for at least three hours weekly, as weather permits. There are TV's, board games and newspapers in the housing areas.

RELIGIOUS SERVICES

Religious services and studies are provided to interested inmates and posted in housing units. You may request to see the chaplain by completing a **Religious Request Slip** and giving it to housing staff. All questions of a religious nature should be directed to the chaplain. You can request holy books by completing a **Library Request Slip** and submit it to housing staff.

PROGRAMS & ACTIVITIES AVAILABLE

Services available include information on education, INROADS classes, ROP programs, & individual & group activities. Further information is available in the Individual/Family Services and Education Programs document.

COMMISSARY

Commissary is available once a week. Contact housing staff for your day and time. Your booking number must be entered correctly and completely on the commissary form. You must have money in your account to order commissary items. If you order items and there is no money in your account, your order will not be filled. Inmates may not exceed \$200 a week on commissary purchases (this amount includes phone time).

At facilities with Kiosks You can submit an *Inmate Request Slip* to housing staff if you forgot your password.

-It is your responsibility to ensure you do not exceed the established limits. Maximum commissary limits are displayed in the housing units.

-Inmates shall retain a receipt, for all commissary items in their possession. Commissary items that cannot be accounted for with a receipt shall be considered contraband and confiscated accordingly without compensation, and may be subject to disciplinary actions.

-A care bag containing basic hygiene items and writing materials may be ordered from commissary for a fee (free to indigent inmates). The fee will be shown as a negative balance in your account and will automatically be deducted if funds become available.

-Do not open your clear commissary bag until you have confirmed that all items charged against your account are within the bag. If any item is missing, notify a commissary worker before the bag is opened. Inmates must keep their receipt for all commissary items purchased.

RELEASING PROPERTY AND MONEY AND CLOTHING

Inmates may be eligible to release the entire balance of their inmate trust account (minus \$10.00 which shall remain on the account at all times) to a third party once every 6 months. Inmates must release the entire balance in their inmate trust account. Complete the Inmate Property/Money Release/Clothing Exchange form and submit it to staff.

INMATE ACCOUNTS

Inmate account balances cannot exceed \$500. Someone may deposit money into your inmate account the following ways: Deposit cash, cashier's check, or money order at the facility where you are housed. For online deposits, visit www.sbpackages.com or call (888) 218-7444.

PRISON RAPE ELIMINATION ACT

The San Bernardino County Sheriff's Department has a zero tolerance policy towards all forms of sexual abuse and sexual harassment. Sexual harassment includes, but is not limited to: repeated statements or comments of a sexual nature, derogatory comments about body or clothing, or repeated obscene language or gestures. Inmates may report sexual harassment or sexual assault to any staff member, through face to face contact, an inmate request slip, inmate grievance form, or the 24hr Jail Crisis hotline (from the inmate housing telephone dial *9090#).

INMATE VOTING

Inmate voting guides, registration forms, and ballots are available at the San Bernardino County Registrar of Voters. Inmates are encouraged to contact the Registrar directly for information regarding a specific election or see your housing staff for voting information. The Registrar-Recorder will make the final determination regarding an inmates' right to vote.

Registrar of Voters
777 East Rialto Ave.
San Bernardino, Ca. 92415

BAIL INFORMATION

Bail may be made with cash, US Postal money order, Western Union money order, or a commercial financial institution cashier's check, in the exact amount, payable to San Bernardino County Trial Courts. Bail may also be made through the deposit of bonds of the United States or the State of California, or equity in real property. Consult with your attorney or bail bonds agent for additional information.

CUP & SPOON/PLASTIC BIN & LID

Some facilities issue inmates a cup and spoon. Both items shall be returned upon release. If used by your facility, you will be issued a property bin and lid.